

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE EXTENSION OF CONTRACT**

**EXPIRING CONTRACT NO.:** CW15690  
**CAPTION:** Vehicle Leasing – Aggregate Groups I and III  
**PROPOSED CONTRACTOR:** Advantage Leasing Associates, LLC  
**PROGRAM AGENCY:** Department of Public Works

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

**2. MINIMUM NEED:**

The Office of Contracting and Procurement on behalf of the Department of Public Works has an immediate need for an extension to Contract No. CW15690 with the current contractor, Advantage Leasing Associates, LLC, to continue to provide vehicle leasing under Aggregate Groups I and III.

**3. ESTIMATED REASONABLE COST:**

The estimated cost for the extension period, July 13, 2017 through January 12, 2018 is \$300,000.00 based on historical spending. The anticipated costs are fair and reasonable to the District.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

DPW is requesting a contract extension to provide the necessary vehicle leasing under Aggregate Groups I and III consisting of various types of sedan and pickup truck:

- A. Option Year Four (OY4) of current contract with Advantage Leasing Associates, LLC expires on July 12, 2017. In accordance with Section 3.4 – Continuity of Services of the contract, the Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.
- B. The execution of this sole source extension of a contract will permit the continuation of services from Advantage Leasing Associates, LLC without interruption. DPW must continue to administer the Lease Program as one of the several alternative transportation programs to support the DC government agencies.
- C. Solicitation no. Doc287136 for the same requirement was issued on February 6, 2017. The solicitation is currently in the negotiation phase and contract award will require legal and council approval. Because award cannot be made before the current contract expires in July, it is in the District's best interest to continue with the incumbent who has all the necessary vehicles, experience and resources to provide the services. DPW has

determined that it will have a need of service prior to the award of the new contract. Therefore, an interim procurement vehicle is necessary to allow DPW to obtain the required vehicle leasing services.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Shorter  
Director  
Department of Public Works

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source extension of contract as a method of procurement under the cited authority. I certify that the notice of intent to award a sole source extension of contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source extension of a contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Courtney B. Lattimore  
Chief Contracting Officer  
Office of Contracting and Procurement

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2—354-03). Accordingly, I determine that the District is justified in using the sole source extension of contract as a method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter, III  
Chief Procurement Officer  
Office of Contracting and Procurement